

6.3.5 (QIM) Institution has performance appraisal system for teaching and non-teaching Staff

The Institution regularly assesses the performances of its staff by the following methods:

1. Performance appraisal by the Principal
2. Performance appraisal by the HOD'S
3. Submission of self appraisal report by the faculty

The important decisions:

The faculty is encouraged to participate and contribute valuable suggestions as a part of member of various committees

Encouraging teachers to update their competencies and knowledge

Performance appraisal system for teaching and non teaching

Teaching staff: The appraisal forms are filled by all teaching staff every year two months before completing that academic year (i.e. depending on joining date). Form is common for all teaching staff that is from lecturer to professor. In the beginning general information is asked like Name, Date of Birth, Address with phone number, qualification, Name of department, Designation, appointment in institute and in present post, total experience, leave record, number of seminar/conference workshop, ROTP, CME, attended. Number of article/Paper published and number of work as Resource person in other Institutes.

Under the heading: Performance of Engaging Lecture/practical with percentage of Target achieved is asked. Performance is calculated in points e.g. If percentage is between 91-100 (Excellent) 1 point is considered which is multiplied by 5, so it comes to 5 marks.

Similarly under C-performance of student's attendance year & subject wise is considered for calculation of points. And in heading D – performance of Result considering the class, subject is calculated in points. Finally total points achieved in table B, C, D is calculated & submitted to Head of Department.

The HOD evaluate the other performance under the table E, which includes Class Room Planning, Curricular Activity, student guidance and Counseling, Assignments/Evaluation, Curriculum or learning Resources development, Seminar on Training, Co-curricular activities, administrative junction under the heading of Excellent, Good, Average/Poor and Final Assessment is calculated in points and Grade is given. Final Assessment & Evaluation with remark of Principal/Coordinator completes the process of Appraisal for that year.

Appraisal for Non Teaching staff. The procedure of filling the form is same as teaching staff, only difference is in the Format of Form. Form include the heading as follows i.e. General information like Name, Post (allotted to each staff), Department (to which staff being appointed), Length of service in present/similar post, Date of Appointment Description of duties with objective for given period, How that person assess his performance against the




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given target objective (in terms of marks or grade) and lastly any special/good work performed during that academic year. All the above information is filled by concern staff along with date, place, signature and designation.

The following points are evaluated by Reporting Officer (of the concern) department) Like 1) Does the officer agrees with the assessment made by the staff. 2) Officer has to mention performance of the staff in grade e.g. 1,2,3,4, 5 like Application of skills, Inter-personal relation with students, colleagues, Authorities, Parents & Others. Intellectual abilities (General, technical & Special). Administrative capability & ability (including judgement, initiative & drive), Integrity, Coordination & Character. Any special work done, of special consideration. Fitness to continue in the present post, Fitness for Promotion & General assessment.

Finally, Remark on the Appraisal & Assessment by the Principal/coordinator is done.




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**PERFORMANCE APPRAISAL FOR
R.M.O. / M.O. / ASSIT. PROFESSOR / ASSO. PROFESSOR / PROFESSOR**

A GENERAL INFORMATION :

- 1 Name : _____
- 2 Date of Birth : _____
- 3 Address : _____

- Phone : _____
- 4 Qualification : _____
- 5 Name of Department : _____
- 6 Designation : _____
- 7 Date of Appointment : _____
a) In the Institution : _____
b) In the present post : _____
- 8 Total Experience : _____
- 9 Duration of appraisal : _____
- 10 Leave record : CL :- _____ ML :- _____ EL :- _____
OD :- _____ DL :- _____ Others :- _____
- 11 a) Number of seminar, conference, workshop, ROTP & CME attended. :- _____
b) Number of articles, papers published. :- _____
c) Number of work as resource person in other institutes :- _____

B PERFORMANCE OF ENGAGING LECTURES / PRACTICAL :

Jr. No.	Class / Course	Subject taught	No. of Lectures target	Lectures Actually engaged	Percentage target achieved	Average of col. (6)	Performance	Points achieved (Performance x5)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01							Excellent -1.0 (100-91)	
02							Good-0.7 (90-71)	
03							Average 0.5 (70-51)	
							Poor-0.2 (50-00)	



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C PERFORMANCE OF STUDENTS' ATTENDANCE :

Sr. No.	Class / Course	Subject taught	Sum of students Present	Lectures Actually engaged	Student on Roll	Average of Attendance = (4) X 100 : (5) X (6)	Average of Col. (7)	Performance	Points achieved (Performance x 5)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01								Excellent 1.0 (100-81)	
02								Good-0.7 (80-61)	
03								Average 0.5 (60-41)	
04								Poor-0.2 (40-00)	

D PERFORMANCE OF RESULT

Sr. No.	Class / Course	Subject taught	Average result of same subject for last 3 years in institute	Average % of students securing marks above 60% of last 3 years	Average of Col. (4)	Performance	Points achieved (Performance x 5)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01						Excellent 1.0 (100-91)	
02						Good-0.7 (90-71)	
03						Average 0.5 (70-51)	
04						Poor-0.2 (50-00)	

Total points achieved in tables B, C & D =

* Achievements by students if any, (Gold medals / awards & national / international publication etc.)



(Signature)

Sign of Candidate with date

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No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
7.	Co-Curricular Activities : a) Consultancy any testing in relevance of work area or organizing continuing education programme for revenue generations b) Organizing seminar conference, workshop / camp c) Organizing industrial visits / study tours for students or taking interest in NSS / Blood donation / plantation / medical camps etc. d) Contributions to maintaining student discipline in general e) Ability to work as a resource person				
8.	Administrative functions : a) Contribution to conduct of sports & cultural activities b) Worked as examination / academic / admission / clinical activity In-charge c) Maintenance of students or general discipline or work as rector / warden d) Work as In-charge for housekeeping / environmental hygiene / cleanness of class rooms / premises / gardens / security. e) Interest taken in activities related to canteen, Co-operative stores etc. or Willingness to take up higher or any responsibility				

FINAL ASSESSMENT :

Particulars			Points achieved
a)	Total points achieved in tables (B, C & D) (Consider total points for MO are 11)		
	Points for other performance	No. of tick marks	Multiplying factor
b)	Excellent		2.0
c)	Good		1.4
d)	Average		1.0
e)	Poor		0.4
f)	Special points given by reporting officer (Max.5)		
Total points achieved out of 100			

Note : The special points maximum of 5 may be awarded by reporting officer for the extra ordinary contribution (mention activities for which special points are given)

100-81 : Excellent 80-71 : Very good
 70-61 : Good 60-51 : Average
 50-35 : Below average 34-00 : Poor

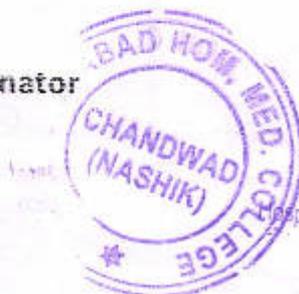
General assessment & evaluation with remark by HOD :

Grade : _____

Sign of HOD with date

General assessment & evaluation with remark by Principal / Coordinator

Sign of Coordinator



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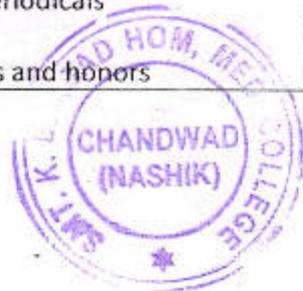
Sign of Principal with Date

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OTHER PERFORMANCE

G.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	<p>Class Room-Planning and control :</p> <p>a) Planning of lessons throughout the academic year b) Effective communication of subject matter and clarity of speech c) Management of lecture and class control d) Involvement of students in learning process e) Use of media such as charts, models, transparencies, OHP, VCR, TV.</p> <p>Or</p> <p>a) Planning of clinical teaching / activity b) Communication with patients / students c) IPR with patients / students d) Management & control of present situation e) Involvement of students in learning process</p>				
2.	<p>Curricular activity</p> <p>a) Arranging special lectures, camp of eminent persons b) Conducting special training for low profile students c) Attitude towards maintaining cleanliness & aesthetics d) Interaction with teachers, physicians other than his own discipline e) Preparation and display of instructional material, charts, models etc.</p>				
3.	<p>Students' guidance and counseling :</p> <p>a) About books and literature b) About higher education / career planning c) About job opportunities / entrepreneurship d) For preparing interviews / personality development e) For independence study technique</p>				
4.	<p>Assignments / Evaluations :</p> <p>a) Giving assignments regular and assessing promptly b) Maintaining quality and standard of questions / evaluations. c) Providing feedback to the students about shortcomings d) Innovations in paper setting / evaluations e) Record keeping of students' profile</p>				
	<p>Curriculum / Learning Resources Development :</p> <p>a) Interest shown in curriculum development or preparation of syllabi Or Interest shown in development / innovation in clinical activity / Hosp. b) Preparing question bank Or Initiation / involvement in preventive & social health of the area c) Motivating students for study / research d) Preparing handouts / laboratory manuals / writing books, case studies etc. e) Innovation in methodology / technology</p>				
6.	<p>Seminars / Training :</p> <p>a) Use of library books, periodicals, journals etc. b) Attendance in seminars / conferences work shops c) Writing articles in state or national level periodicals d) Delivering speech in other institutions e) Membership of professional bodies awards and honors</p>				



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PERFORMANCE APPRAISAL FOR NON TEACHING STAFF

1.	Name	
2.	Post	
3.	Department	
4.	Length of service in the present or similar post	
5.	Date of Appointment	
6.	Duration of Appraisal	
7.	Brief description of duties with objectives for the given period	
8.	How do you assess your own performance against the given target objectives?	
9.	Mention special or good work, if any, performed during the period	
10.	Leave record (Availed)	CL :- _____ ML :- _____ EL :- _____ OD :- _____ DL :- _____ Others :- _____
11.	a) Number of seminar, conference, workshop, ROTP & CME attended b) Number of articles published c) Number of work as resource person in other institutes	

Date:

Place:

Signature, Name & Designation


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Evaluation by Reporting Officer

1	Do you agree with the self assessment made by the staff?	
2	Mention performance of the staff (Performance indicators & domain)	(Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5)
A	Application of skills	
B	Inter personal relations with Students	
	Colleagues	
	Authorities	
	Parents & Others	
C	Intellectual abilities (General, technical & Special)	
D	Administrative capability & ability (Including judgement, initiative & drive)	
E	Integrity, Coordination & Character	
F	Any special work done, of special consideration	
3	Fitness to continue in the present post	
4	Fitness for promotion	
5	General assessment	

Place:

Date:

Signature, Name & Designation
Of Reporting Officer.

Remark on the Appraisal & assessment by the authority:

Coordinators



Principal

(Signature)
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